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24

16 June 1967

MEMORANDUM FOR: Executive Officer

SUBJECT: Weekly Report - Week Ending 16 June 1967

1. The highlights of Records and Control Division Activities for the week ending 16 June 1967 are as follows:

[REDACTED]

25X9

details). This is an increase of 352 over 31 July 1966 strength of [REDACTED] constitutes an all time record high surpassing the previous high of 21 February 1967. This number includes 55 part-time employees.

25X9

b. The following reports were prepared for the Office of the Inspector General in connection with his survey of the Office of Finance:

- : Attrition rates for the Office of Finance, SD-SF, and the Agency for calendar year 1966
- : Assignments of Staff personnel who have an occupational title in the Accounting, Fiscal and Budget group.

c. [REDACTED] Entrance on Duty actions were processed this week. This includes Professional, Clerical, Technical, Commo and Summer Only.

25X9

d. For the first time in at least a year the processing of applicant correspondence and the establishment of applicant files is operating on a current basis. This results from handling a lesser volume.

e. Preliminary discussions have been held with the Office of Computer Services regarding the transfer of responsibility for the maintenance of the Agency's Personnel Emergency and Locator records.

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f. A project has been completed which provided the Plans and Review Staff, Office of Personnel with 1958 complete "As Is" Biographic Profiles. This constituted 9968 Xerox pages.

g. Several meetings were held with representatives of the Offices of Training and Computer Services resulting in agreement on content, format and report dates for recurring reports to be used in administering the language testing program.


Chief, Records and Control
Division

25X1A

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